

## PROPOSED ITINERARY OF OFFICIAL TRAVEL

**Name:** Dennis Matlock (3HS32)

**Social Security Number:** \_\_\_\_\_

**Destination:** Charleston Chemical Leak Site

**Dates of Travel:** April 2<sup>nd</sup>, and April 3<sup>rd</sup>, 2014

**Account #:** 2014 T 03W

**Travel Authorization Number:** \_\_\_\_\_

**Purpose Code:** \_\_\_\_\_

**Travel Justification:** Travel to Charleston, WV for continuing progress assessment and facility update meeting at the Freedom Industries Facility. Traveling in GOV vehicle. Lodging in Charleston, WV.

**Departing From:** Residence

### Anticipated Travel Items (Check All That apply):

1 Hotel ( Nights) \$ )

2 Per Diem ( )

\_\_\_ Airline Ticket (Amount \_\_\_\_\_ )

\_\_\_ Train Ticket

\_\_\_ Misc (Amount \$ )  
(Tolls, parking, etc.)

X ATM Withdrawal ( \$40.00 )

\_\_\_ Rental Car

\_\_\_ POV (Number of Miles \_\_\_\_\_ )

Justification for POV: \_\_\_\_\_

X GSA Car ( \_\_\_\_\_ )

(Date and Time for Pick-Up \_\_\_\_\_)

(Date and Time for Return \_\_\_\_\_)

**SECTION CHIEF SIGNATURE FOR LOCAL TRAVEL:** \_\_\_\_\_